



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 19TH THEATER SUPPORT COMMAND**  
**UNIT #15015**  
**APO AP 96218-5015**

REPLY TO  
ATTENTION OF:

EANC-GC

09 AUG 2005

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Command Policy Letter #33 - 19<sup>th</sup> TSC Command Generated On-The-Spot Awards**

**1. REFERENCES:**

- a. AR 672-20, Incentive Awards, 29 Jan 1999.
- b. AR 600-8-10, Leave and Pass, 31 Jul 2003.

**2. PURPOSE.** This memorandum designates responsibility and describes policy and procedures for management of command generated on-the-spot awards. It applies to all military, DA civilians, and local nationals assigned to the 19<sup>th</sup> Theater Support Command (TSC).

**3. APPLICABILITY.** It applies to all military, DA civilians, and local nationals assigned to the 19<sup>th</sup> Theater Support Command.

**4. GENERAL POLICY.** In accordance with references, unit commanders and HQ staff principals may recommend civilian employees (including Korea Service Corps) for the CG's on-the-spot cash awards of \$100.00. The CG may present pseudo checks (Encl 1) to designated employees during site visits. Employees may then send the award to Assistant Chief of Staff, Resource Management (ACofS, RM), for "redemption." The ACofS, RM, will complete DA Form 1256; forward to Civilian Personnel Advisory Center for normal processing using the citation at Encls 2; and return the original pseudo check to the employee as a keepsake. Similarly, military personnel may be given a four day pass when the CG or CSM presents the pseudo pass at Encl 3.

**5.** These awards will also be used in conjunction with the 19th's Civilian Employee Recognition Program and commanders may recommend four additional employees annually without charge against assigned incentive award targets. Headquarters staff principals may recommend one employee. Awards beyond these ceilings may still be presented; however, DA Form 1256 will be processed in the normal fashion and the award amount will be counted against unit or section assigned incentive award target.

**6. SUPERSESSION.** This policy memo supersedes Policy Memo 61-02, 2 Aug 02, sab.

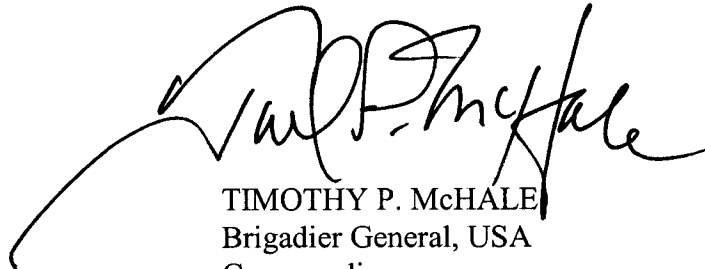
EANC-GC

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7. The point of contact is Resource Management at 768-7701.

3 Encls  
as

DISTRIBUTION:  
A



TIMOTHY P. McHALE  
Brigadier General, USA  
Commanding



# Commanding General's Coin of Excellence Award

Pay to the

Order of A Great Employee! \$100.00

*One Hundred & 00/100*

DOLLARS

**Memo:** Present this to your supervisor to receive an On-The-Spot  
Cash Award for **outstanding performance** per 19th TSC  
Policy Memo.

Certificate # FY03-0, expires 30 Sep 03

TIMOTHY P. McHALE, Brigadier General, USA, Commanding

Enclosure 1

**Citation Statement for Command Generated Cash Award**

Mr. \_\_\_\_\_ is officially commended for his excellent performance as a \_\_\_\_\_ during the period of \_\_\_\_\_. Mr. \_\_\_\_\_ personifies the high standards of excellence that are so necessary for the 19th Theater Support Command to successfully execute its vital missions. Mr. \_\_\_\_\_'s performance was specifically recognized by the Commanding General during a site visit on \_\_\_\_\_.

Mr. \_\_\_\_\_'s diligence, high work standards, and devotion to duty reflect great credit upon the 19th Theater Support Command, the civilian workforce, and himself. Accordingly, he is awarded an On-The-Spot cash award.



# Commanding General's Coin of Excellence Award



Presented to A Great Soldier!

For Doing a Great Job (Hoo Ah)!

**Memo:** Present this to your supervisor to schedule a Four Day  
Pass for **outstanding performance** per 19th TSC  
Policy Memo.

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TIMOTHY P. McHALE, Brigadier General, USA, Commanding



# Command Sergeant Major's Coin of Excellence Award



Presented to A Great Soldier!

For Doing a Great Job (Hoo Ah)!

**Memo:** Present this to your supervisor to schedule a Four Day  
Pass for **outstanding performance** per 19th TSC  
Policy Memo.

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LARRY C. TAYLOR, CSM, USA, COMMAND SERGEANT MAJOR

Enclosure 3

**Date: 2 July 2002**

**ROUTING AND TRANSMITTAL SLIP**

**TO:** (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

**1. ACofS, RM**

**2. CSM**

|  |              |  |                      |  |                  |
|--|--------------|--|----------------------|--|------------------|
|  | Action       |  | File                 |  | Note and Return  |
|  | Approval     |  | For Clearance        |  | Per Conversation |
|  | As Requested |  | For Correction       |  | Prepare Reply    |
|  | Circulate    |  | For Your Information |  | See Me           |
|  | Comment      |  | Investigate          |  | Signature        |
|  | Coordination |  | Justify              |  |                  |

**SUBJECT: Command Generated On-The-Spot Awards**

Sir,

1. Enclosed policy memo provides the CG and CSM a means of instant, on-the-spot recognition for deserving civilian employees and soldiers (CG has "\$50 checks" for civilians, the CG and CSM have four day passes for soldiers).

2. A supply of pre-printed awards for the CSM is enclosed (inside left).

**DO NOT** use this form as a **RECORD** of approvals, concurrences, disposals,  
clearances, and similar actions

**FROM:** (Name, org. symbol, Agency/Post)

Room No.-Bldg.

**R. L. RILEY**  
**Management Analysis Officer**

Phone No.

**768-7277**

